



NEW HAMPSHIRE DEPARTMENT OF HEALTH AND HUMAN SERVICES
MEDICAID TO SCHOOLS INFORMATIONAL BULLETIN

Reference Number	SYF 2022-02
Authorized by	Henry Lipman, Medicaid Director
Division/Office/Bureau	Division of Medicaid Services
Issue Date	March 2022
Effective Date	Immediately
Subject	Medicaid Reimbursement for Transportation
Description	Responses to questions received from billing agents and school districts

OVERVIEW

The Department received questions about coverage of transportation costs and this informational bulletin provides the Department’s response to those questions. This document supersedes any and all documents issued regarding transportation. Previous informational bulletins are posted on the DHHS website at <https://www.dhhs.nh.gov/ombp/medicaid/mts/index.htm> under the Communication and Guidance link.

BACKGROUND

On Friday, February 21, 2020, the new MTS rule, He-W 589, went into effect. No changes were made in the development of the current rule regarding transportation. This bulletin compiles questions previously answered regarding transportation and addresses new questions received in order to assist School Districts with compliance in relation to transportation billing practices.

Below is the relevant section of the administrative rule, He-W 589.04 (au), referenced throughout this informational bulletin:

He-W 589.04 (au) Specialized transportation shall be a billable service as follows:

- (1) Transportation shall be listed in the student’s IEP as a required service and the student shall be physically in the vehicle for the transportation to be billable to Medicaid;
- (2) Transportation shall be considered a required service if:

- a. The student requires transportation in a vehicle specially adapted to serve the needs of the disabled student, including a specially adapted school bus; or
 - b. The student resides in an area that does not have school bus transportation, such as those areas in close proximity to a school, but has a medical need for transportation that is noted in the IEP;
- (3) The following transportation may be billed as a Medicaid service:
- a. Transportation to and from school only on a day when the student receives a medicaid coverable service at school during the school day; and
 - b. Transportation to and from a medicaid coverable service in the community during the school day;
- (4) The medicaid coverable service in (3)a. and (3)b. above shall be listed in the student's IEP as a required service;
- (5) In addition to the documentation required by He-W 589.06, transportation providers shall maintain a daily transportation log to include:
- a. Student's name;
 - b. Date of service;
 - c. Clear indication that the student is being transported either one-way or round-trip;
 - d. The total number of students on the bus, both in the morning and the afternoon;
 - e. The total miles the bus traveled, both in the morning and the afternoon;
 - f. Driver's name; and
 - g. Driver's signature

Questions

1. Is the entire trip billable to Medicaid regardless of whether the student is on the vehicle or not? (Example: The bus company logs the total amount of time the bus travels in a given route- 30 miles a day. Do we need to know that Johnny only traveled 29.2 miles on the bus?)

Response: The student must be physically in the vehicle for specialized transportation to be billable to Medicaid. The mileage begins when the first student is picked up and ends when the last student exits the bus for that route. So, if the bus travels 30 miles and picks up 3 students, the calculation is 30 miles divided by 3 students. If only 1 of the 3 students is Medicaid, 10 miles can be billed for that student so long as the student receives a Medicaid covered service that day. That service must be in the child's plan pursuant to an order and the student's plan (IEP, Section 504 or Health Care) and must include transportation as a medically necessary service.

2. Does specialized transportation need to be included in the IEP?

Response: Yes. Pursuant to He-W 589.04(au)(1), “transportation shall be listed in the student’s IEP as a required service...” Also, see He-W 589.04(au)(4). Additionally, specialized transportation is reimbursable if it is included in the child’s Section 504 Plan or Health Care Plan so long as the student receives a Medicaid covered service that day and transportation is deemed medically necessary in the student’s Plan.

3. Do Districts need transportation to be ordered/signed off by a physician?

Response: Transportation services need to be included in the care plan (IEP, Section 504 plan or healthcare plan). Specialized transportation may be billed without a specific transportation order if on the day the transportation is provided, a Medicaid covered, medically necessary service was provided to the student. The plan must clearly state the transportation needs and the reason transportation is required. Please note, the medical service on the day of transportation being provided must be pursuant to an order, or self-ordered, a billable service **and** the medical need for specialized transportation must be documented in the student’s plan of care as a required service. Not every Medicaid covered service in a school setting requires medically necessary specialized transportation. A child in a wheelchair who needs specialized transportation and receives physical therapy on the day of the transport, specialized transportation would be covered. If the next day, no Medicaid covered service was provided, then transportation costs would not be billable, even if the child had specialized transportation to and from school. Additionally, since a medically necessary service that has been ordered is required for billing purposes, the ordering provider’s NPI for services rendered, not the School District’s NPI, must be on the transportation claim.

4. What physical adaptations to a vehicle constitute a specially adapted bus?

Response: He-W 589.04 (au)(2)(a) states that transportation shall be considered a required service if the student requires transportation in a vehicle specially adapted to serve the needs of the disabled student, including a specially adapted school bus. Special adaptations include:

- Wheelchair lift, hooks, belts to secure wheelchairs or other mobility devices;
- Lift devices designed for wheelchairs;
- Special modifications or appropriate adaptations necessary to transport children with disabilities. This may include the need for a person to accompany the student on a traditional bus. Please note, the need for the person to accompany the student must be pursuant to an order, signed by a qualified medical provider, in the care plan. No order is required for the transportation itself, just the adaptation of the accompanying person.

5 Are specialized /medical services reimbursable on a traditional bus?

Response: Transportation is reimbursable when services of a nurse, a rehabilitation assistant (RA) or other such professional are medically necessary and ordered in the student's IEP, Section 504 Plan, or Health Care Plan. The school can be reimbursed for the nurse, RA, or other professional, and the transportation. The child does not need to receive a Medicaid service on the day of transportation in this circumstance. The school must use the ordering NPI of the ordering provider for the professional on the bus for the transportation claim. Please note: Children with special education needs who ride the regular school bus with non-disabled children from his/her neighborhood, and does not need a professional on the bus, even if the child receives a covered Medicaid service that day, such as speech therapy, transportation is not billable as it does not meet the requirement of specialized transportation as noted in He-W589.04 (au).

6 Who are the students who reside in areas that do not have or school bus transportation, but have a medical need for transportation?

Response: He-W 589.04 (au)(2)(b) states that transportation shall be considered a required service if the student resides in an area that does not have school bus transportation, such as those areas in close proximity to a school, but has a medical need for transportation that is noted in the care plan. Examples include students attending an in-district specialized program outside their home school area to address their specific need as well as students attending an out-of-district placement that require specialized bus transportation. Both of these scenarios are due to a medical need defined in the care plan (i.e.: autism program, EBD program, etc.).

7 What documentation is needed when billing for transportation?

Response: He-W 589.04 (au)(5) states: In addition to the documentation required by He-W 589.06, transportation providers shall maintain a daily transportation log to include:

He-W 589.04 (au)(5):

- (5) In addition to the documentation required by He-W 589.06, transportation providers shall maintain a daily transportation log to include:
 - i. Student's name;
 - ii. Date of service;
 - iii. Clear indication that the student is being transported either one-way or round-trip;
 - iv. The total number of students on the bus, both in the morning and the afternoon;
 - v. The total miles the bus traveled, both in the morning and the afternoon;

- vi. Driver's name; and
- vii. Driver's signature.

7. How are miles calculated?

Response: Miles are calculated based on the total number of students on the bus both in the morning and the afternoon and the total miles the bus traveled both in the morning and in the afternoon. *See* He-W 589.04 (au)(5). When calculating miles, divide the total miles the bus traveled by the total number of students on the bus (regardless of Medicaid eligibility). See Appendix 1 examples.

8. What are the requirements if a parent is going to provide transportation?

Response: The following must be met:

- Transportation must meet the definition of specialized transportation
- The IEP, Section 504 Plan or Health Care plan must document the medical need for the transportation
- A written agreement between the parent and the School District needs to be executed
- For transportation to be covered, the child must receive a Medicaid covered service that day pursuant to an order
- Mileage reimbursement should be the federal mileage reimbursement rate, currently 0.52 cents per mile

Have additional Questions: These can be sent to JSI @ <https://airtable.com/shr4Ou0ehv3opVKr4>

Revision History

Activity Date	Version	Description of Activity	Author	Approved By
March 2022	FINAL	Questions and Responses	J Hybsch	H. Lipman

Appendix 1 Medicaid to Schools Transportation Examples:

1. Average miles

If calculating the children as a total for the day, there were 10 passengers, 6 rode AM and 4 rode PM, 9 miles each trip, at a daily cost of \$210.

This would calculate out to \$2.33/mile for each child. ($\$210/10 \text{ students}/9 \text{ miles}=\$2.33/\text{mile}$)

Each passenger would claim \$20.97/trip; if someone rode both ways, they would claim \$41.94.

If each of the 4 PM passengers also rode AM, they would claim \$41.94 for the day, and the 2 that only rode AM would claim \$20.97.

The total cost for the day is \$209.88

2. AM and PM miles calculated separately

If calculating the children based on the AM & PM passengers separately:

The 6 AM students traveling 9 miles would calculate at \$1.94/mile. ($\$105/6/9 \text{ miles}=\$1.94/\text{mile}$)

Each AM passenger would claim \$17.46 for the trip; totaling \$104.76 for the trip.

The 4 PM students traveling 9 miles would calculate at \$2.91/mile. ($\$105/4/9 \text{ miles}=\$2.91/\text{mile}$)

Each PM passenger would claim \$26.19 for the trip; totaling \$104.76 for the trip.

If the same 4 students rode both AM & PM, they would each claim \$43.65 for the day. (AM-\$17.46 + PM-\$26.19=\$43.65)

The other 2 students who only rode AM would claim \$17.46 each for the day.

The total cost for the day is \$209.52

3 Based on 1 child in the vehicle

This is an example of simple invoice from a transportation company to transport one child.

The charge is \$50/day and round trip miles are 12. That would calculate out to \$4.17/mile.

The district should bill the \$50 for 12 miles @ \$4.17, and will be reimbursed \$15.60 (since Medicaid reimburses \$1.30/mile.)

Should the child only ride one way, due to illness, the district would still be responsible for the whole cost but could only bill for the one-way trip.